

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	6/90	6/15	11	11.1
CHAPTER Chapter 11. Procurement		SUBJECT Overview			

Procurement of goods and services involves purchasing the desired product at the lowest price possible. Achieving this objective requires careful planning on the institution's part. Parts of the planning process must include, at a minimum, the following steps:

- Determining the purchase method;
- Developing a blueprint to describe the product or service rendered. The blueprint is referred to as an Invitation for Bid;
- Determining the criteria used to award the bid;
- Soliciting (recruiting) providers to supply the product;
- Evaluating the bids received;
- Awarding the bid; and
- Monitoring the contract to assure requirements of the contract are met.

When completing each of the above stages, it is mandatory that Federal and State regulations are followed. The above steps and applicable regulations will be detailed in the following sections.

Regardless of the methods used for procurement, the institution must assure that all procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value are conducted in a manner that provides maximum open and free competition.

Competition is mandated so that Program goods, equipment, and services will be obtained at the lowest possible cost. All procurements must be made using competitive practices.

In order to assure that true competition is taking place, identical specifications, identical requests for bids or identical requests for proposals must be furnished to the potential vendors. All pertinent data must be made available to potential vendors.

To the extent possible, efforts must be made to include small, minority, women's, and labor surplus area firms on the solicitation list. These firms must be solicited when they are potential sources for purchased goods and services. When economically feasible, total requirements must be divided into small quantities and delivery requirements or schedules established to permit maximum participation by these firms.

When indicated, the services of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce should be used.

Reference: 7 CFR 226.22
7 CFR 226.22(h)

CACFP 01-2013 Federal Small Purchase Threshold Adjustment

CACFP 15-2013 Existing Flexibilities in the Child and Adult Care Food Program

CACFP 04-2016 Local Agency Procurement Reviews: School Year 2015-2016